

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

July 19, 2012

Mr. John Arriola  
Davidson County Clerk's Office  
700 2nd Ave South, Suite 101  
Nashville, TN 37210

Dear John:

In light of the recent press coverage and increased scrutiny of the County Clerk's office operations, I am exercising the right to terminate the delegated purchasing authority granted to your office. This action is effective immediately. As part of this action, the credit cards issued to you and/or your staff have been canceled. These actions are not punitive but rather administrative to ensure transparency and public trust.

It is acknowledged that your office must continue to operate efficiently and the purchasing function is an element of that process. Therefore, we have identified Mike Allen as the person who is your point of contact for all purchases, regardless of size. Mike is very customer service driven. Later today or tomorrow, whichever best fits your schedule, Mike and Pat Edwards, Assistant Purchasing Agent, will make themselves available to you and your staff to finalize the day-to-day processes.

This termination of delegated purchasing authority is also being communicated to the Finance Director, Treasurer, Chief Accountant, and Deputy Finance Directors.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jeff L. Gossage", is written over the printed name.

Jeff L. Gossage  
Purchasing Agent

Cc: Richard M. Riebeling, Finance Director  
Lannie Holland, Treasurer  
Kim McDoniel, Chief Accountant  
Talia Lomax-O'dneal, Deputy Finance Director  
Gene Nolan, Deputy Finance Director

Effective March 2009

## Notice of Delegation of Purchasing Agent's Authority

Pursuant to M.C.L. § 4.08.060

Be advised as follows:

On this day, the twelfth day of March 2, 2009, I, Jeff L. Gossage, Assistant Finance Director and Purchasing Agent for The Metropolitan Government of Nashville and Davidson County, do hereby delegate the authority to perform the functions enumerated below to John Arriola, County clerk Department Director/Agency Head/Commission or Board Chair for Davidson County clerk.

This delegation may be terminated, restricted, or expanded at any time, upon notice of Jeff L. Gossage, Assistant Finance Director and Purchasing Agent.

This delegation will terminate immediately and automatically if and when Jeff L. Gossage no longer holds the position of Purchasing Agent.

This delegation will terminate immediately and automatically, as to any individual delegate named above, if and when such individual no longer holds his or her specified position.

Authority is hereby delegated to perform the following functions related to the Department/Agency/Commission/Board identified above:

- 1) The issuance of releases against properly executed Metro contracts (by way of purchase orders issued within EBS noting the proper contract number) subject to the scope, terms and conditions of the said contract. DEPARTMENTS MUST MAKE PURCHASES FROM CONTRACTED FIRMS WHERE PROVIDED.
- 2) The use of Metro issued credit cards should be limited to:
  - a. Pre-approved Travel
  - b. Emergency Purchases (See M.C.L. Title 4 for Personal Liability)
  - c. Conference Registration

- d. Small Purchases (Under \$250)
  - e. Petty Cash type purchases (Under \$250)
- 3) For **non-contract** purchases under \$1,000 one quotation is required. Departments are encouraged to make these purchases from a Small Business Enterprises (SBE).
  - 4) For **non-contract** purchases under \$4,000 but greater than \$1,000 the department may issue a purchase order to the firm with the lowest quote for like item. Three quotes are required and must be forwarded to the Division of Purchases along with the requisition and/or EBS PO.
  - 5) Splitting of orders to remain below the \$4,000 thresh hold is prohibited and such practices are justification for the loss of delegated purchasing authority.
  - 6) For **non-contract** purchases in excess of \$4,000, formal, sealed solicitations must be issued by the Division of Purchases.
  - 7) All contracts for purchase and/or sale, of any amount, must be issued and awarded by the Division of Purchases. This includes rentals and leases.
  - 8) Departments/Agencies/Commissions/Boards must follow all Federal, State, and local laws related to open competitive procurements. Specifically, adhering to Charter and Related Private Laws and Code of Laws of the Metropolitan Government of Nashville and Davidson County, Tennessee.
  - 9) Departments/Agencies/Commissions/Boards must house current documentation that is maintained complete and accessible for three years running. These procurements are subject to audit and must include at a minimum: the quotes, award information documentation, and any information supporting the purchase.

Delegated By: \_\_\_\_\_

Jeff L. Gossage, C.P.M., Purchasing Agent

Accepted By: \_\_\_\_\_

Department Director, Agency Head/ Commission or Board Chair

Date: \_\_\_\_\_

3-9-09

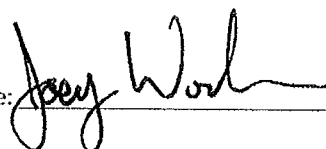
## Departmental Delegation of Purchasing Approval

On this day, the 9th day of March, 2009 I, John Arriola, county clerk  
Department Director/Agency Head/Commission or Board Chair for Davidson county clerk  
do hereby **delegate** the authority to approve purchases on behalf of this office to those listed below.

Delegated By:   
Department Director/Agency Head/ Commission or Board Chair

Print Name: John Arriola

### Department Director Designee(s):

Name: Joey Workman Signature:  Position: Chief Deputy Clerk

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

This delegation will terminate immediately and automatically, as to any individual delegate named above, if and when such individual no longer holds his or her specified position listed below.